

# CIRCA PROPERTIES, LLC MOVE OUT POLICY

**End of Lease Term / Move-Out Day:** At the termination of the lease, the unit must be returned in its original, ready to rent condition, normal wear and tear excepted. The entire residence **must** be vacated no later than **12 noon** on the last day of your lease. Any hold over past this time will result in a minimum charge of double rent plus the cost of putting the new resident up in a hotel and any other charges we may incur. If you move out without paying rent in full for the entire lease term, you will be liable for all rent owed at the time and as it becomes due under the terms of your lease AND you agree to be liable for repayment of any rent concession (if any) that was given to you. This Policy continues to be in effect if the Lease is renewed, extended, modified, released, or surrendered.

**Repairs and/or Damage:** Unless authorized by us in writing, you must not perform any repairs or alterations such as painting, wallpapering, carpeting, electrical/plumbing changes, or otherwise alter the premises. Charges for the cost to return the residence to ready to rent condition may include an additional 15% for administrative overhead.

**Cleaning:** You agree to pay \$50 per man hour or any part thereof spent by Landlord in cleaning the premises or removing items left by you in the premises after surrender, abandonment, or lawful eviction. The following are typical cleaning steps you should do to return your residence to ready to rent condition.

1. Kitchen: clean oven and refrigerator inside, outside, behind, and all racks; all knobs, switches, and underneath. Clean walls and remove any food and grease splatters. Use only stainless steel cleaners on stainless steel appliances. Clean interior and exterior of cabinets & counters.
2. Bathrooms: Clean all fixtures: sink, tub, tiles, and toilet, leaving them free of mildew and soap film. Tilex, Mr. Clean Multi-Purpose Cleaner, and X-14 work well. Do NOT use abrasive cleaners (such as Comet). Clean floors with a mop and remove hair and dirt. Remove spots/marks from mirrors and clean cabinets.
3. Bedrooms/floors: clean all soil from walls. Clean A/C intake grills, fan blades and bi-fold doors. Clean windows with glass cleaner, wipe down sills and clean blinds. Vacuum and mop floors.

**Trash/Items Removed by Us:** BY SIGNING THIS RENTAL AGREEMENT YOU AGREE THAT UPON SURRENDER, ABANDONMENT, OR RECOVERY OF POSSESSION OF THE DWELLING UNIT BY LAWFUL EVICTION OR DUE TO THE DEATH OF THE LAST REMAINING TENANT, AS PROVIDED BY CHAPTER 83, FLORIDA STATUTES, THE LANDLORD SHALL NOT BE LIABLE OR RESPONSIBLE FOR STORAGE OR DISPOSITION OF THE TENANT'S PERSONAL PROPERTY. Property left behind on or near premises under said condition shall at our option become our property or be removed at your expense of \$20 per item or \$50 per piece of large furniture.

**Checking Out, Returning Keys and Parking Medallions:** At least one resident must check out after vacating by returning all keys and parking hang-tags to the office. Failure to return a parking tag is a \$50 charge and keys are \$25 each. Keys and parking tags cannot be accepted after lease end and must be returned in person or mailed to the office prior to that date.

**Security Deposit Return:** A security deposit is intended to be fully refundable as long as the residence, when vacated at the end of the lease term, is determined to be in **ready to rent condition, normal wear and tear excepted**. Resident(s) shall designate one address to receive the disposition letter and security deposit return via certified mail in accordance with Florida law. If no single individual is identified, we will use our best judgement to disburse funds based on deposit records and a known current address. If the person filling out the check-out sheet is subletting the apartment or no check-out sheet is completed, the security deposit will be addressed to the residence so that it can be forwarded by USPS.

The following security deposit information is provided as required by Florida Law: Your lease requires payment of certain deposits. We may transfer advance rents to our account as they are due and without notice. When you move out, you must give us your new address so that we can send you notices regarding your deposit. We must mail you notice, within 30 days after you move out, of our intent to impose a claim against the deposit. If you do not reply to us stating your objection to the claim within 15 days after receipt of our notice, we will collect the claim and must mail you the remaining deposit, if any. If we fail to timely mail you notice, we must return the deposit but may later file a lawsuit against you for damages. If you fail to timely object to a claim, we may collect from the deposit, but you may later file a lawsuit claiming a refund. You should attempt to informally resolve any dispute before filing a lawsuit. Generally, the party in whose favor a judgment is rendered will be awarded costs and attorney fees payable by the losing party. This disclosure is basic. Please refer to part II of Chapter 83, Florida Statutes, to determine your legal rights and obligations.

Lessee: _____	Date: _____	Lessee: _____	Date: _____
Lessee: _____	Date: _____	Lessee: _____	Date: _____
Lessee: _____	Date: _____		